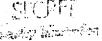
## Pproved For Release 2002/05/09: CIA-RDP84-00499R000600040011=5 4-25/7

MEMORANDUM OF UNDEESTANDING

SUBJECT: Administrative Support for Cable Secretariat

- 1. PUBPOSE. This memorandum of understanding sets forth agreements made for the purpose of providing administrative support to the CIA Cable Secretariat.
- 2. CARRIE MANAGEMENT. The Office of the DD/A will provide all personnel and career management support for the Cable Secretariat not normally provided by the CTA Personnel Office. The Career management of all Cable Secretariat personnel will be administered by the Career Service Board of the Office of the DD/A. All personnel actions on Cable Secretariat personnel will require joint approval from appropriate representatives of the Office of the DD/A and the Cable Secretariat.
- 3. SECULITY. All security matters involving the Cable Secretariat will be handled in their behalf by the Security Division, Office of Communications in coordination with the Security Office.
- h. GENERAL ADVINISTRUTIVE SUPPORT. The Cable Secretariat will deal directly with the appropriate elements of the Office of the DVA on all other administrative support including the following:
  - a. The Personnel Office on personnel matters.
  - b. The General Services Office on matters pertaining to office space, parking space, printing, telephone service, machine records, forms, etc.
  - c. The Comptroller for budg t and fiscal matters.
  - d. The Organization and Methods Service for organizational and procedural matters.
  - e. The Logistics Office for procurement and supply matters.
  - f. Such other components of the Office of the DD/A as may be necessary.
- 5. RESCISSION. Ferrorandum of Understanding dated 13 Movember 1952 is hereby rescinded.



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cc: Cable Secretariat

#D/Communications

#DD/A

Lersonsel Director

#D/Security Office
Chief, General Services

Comptroller

Chief of Logistics

\* County subject to amendment appended to this mesography.

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Acting Deputy Director (Administration) concurrence in Memorandum of Understanding, "Administrative Support for Cable Secretariat" is subject to substitution of the following in lieu of the last sentence of paragraph 2.

"Career Management":

Procedures for giving approval to personnel actions affecting Cable Secretariat personnel prior to forwarding to the Personnel Office will be jointly developed by appropriate representatives of the Office of the DD/A and the Cable Secretariat.

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Acting Deputy Director (Administration)

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